



**EXTENDED SCHOOL PROGRAM
(E.S.P.)**

**PARENT HANDBOOK
&
REGISTRATION FORMS**



2021—2022



This parent handbook has been designed to provide you with information about our Extended School Program. We welcome your comments and suggestions. We want your child's experience to be positive. We will be happy to answer any questions you may have.



Please read the following policies and procedures. Maintain the first part of this handbook for your records. Please complete the last pages and return to school at least 24 hours before your child plans to attend ESP.

Your child may not attend without these forms being completed!

School Office #: 810-659-2503
After Hours ESP #: 810-487-9605 ext. 138
Address: 214 E. Henry St. , Flushing, MI 48433

The ESP entrance is located off of Henry Street, on the East side of the school at the corner of Henry and Cherry St., off of the small parking lot. There is a small porch - to the right of the double doors there is a bell. Please ring the bell and someone will come to the door. At this time, no visitors are allowed in the building. We will gather your child for you and see that they get to you. Thank you for your understanding.

GENERAL INFORMATION

The St. Robert ESP services children ages 4 through 8th Grade if a child is enrolled at St. Robert School. Our program is designed to provide a safe, healthy, caring and faith-filled atmosphere for the children while promoting educational, literacy, social and emotional growth. The ESP is licensed by the Michigan Department of Human Services. Our licensing book is available during regular business hours for parents to review and contains all licensing inspection reports, special investigation reports and all related corrective action plans.

ENROLLMENT POLICY

St. Robert ESP operates on a non-discriminatory basis affording equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

Pre-registration is necessary. All registration forms, emergency card and physical form (if necessary) must be completed prior to attendance. For elementary school age students, *registration forms must be received at least one full day before a student attends*. A non-refundable registration fee of \$10 will be billed to you via FACTS. Parents are required to keep children's records up to date with changes in phone numbers, addresses, employer, etc.

All students must be "pre-registered" by Sunday night for the week. In order to be sure we are staffed appropriately, able to follow distancing guidelines and allow younger students into the program, we MUST have a count of children a week ahead of time. The new form will be posted on our website for a month ahead of time. You will be emailed the form to RSVP on Sundays. Please complete ONE FORM PER STUDENT. No RSVP's will be accepted after Monday by 9:00am for the week. If you RSVP for a day and your child does not attend, there will be a \$6 fee billed to your account. If your child is sick/not in school on that day, there will be no fee applied. Visit www.strobertschool.com for the RSVP link.

HOURS OF OPERATION

ESP is open daily after school from 2:30 PM to 6:00 PM.

ESP will be closed on holidays and when school is closed due to inclement weather or utility emergencies. The local radio stations (WDSB-AM910, WWCK-FM 105, WCRZ-FM108) and local television stations (WEYI-25, WJRT- 12, WNEM-5, and WSML-FOX 66) will carry the announcement. The school also uses a direct message line to one primary phone number. If school is closed, ESP will also be closed. If Flushing schools close, St. Robert is also closed.

Half Days - one week prior to a half day, you will receive an RSVP form via email. It must be returned 48 hours before the half day. You will be billed for the hours that you RSVP for, unless your child is sick that day. If there are not at least 6 students needing care, we will not hold ESP for the day. Families will be notified so they are able to make other arrangements 48 hours prior.

STAFF

All applicants must be fingerprinted and consent to a background check before employment. No staff will be approved for employment that has been convicted of child abuse or neglect or convicted of a felony involving harm or threatened harm.

STAFFING RATIO

- 4-5 years of age 1 adult to every 12 children
- 5-12 years of age 1 adult to every 18 children

This is in accordance with the State of Michigan Department of Human Services licensing procedure.

ARRIVAL AND DEPARTURE

No adults may enter the building at this time due to Covid rules. When you arrive at the school, please ring the bell to the right of the doors to alert the staff that you have arrived. We will gather your child for you and sign your child out.

When weather permits, students will be on the playground from 3:30pm-6:00pm. When you arrive to pick up your child, if students are on the playground, you will see a bright sign on the door stating that they are on the playground. Please drive down to the lower lot to retrieve your child and they will be signed out.

Children will be released only to those persons whose names are listed on the release form. Parents must advise us in writing if another person is to pick up their child. All people picking up children should be prepared to show picture ID at all times. Staff who are not familiar with the parent or designee are required to ask for ID.

SNACKS

Snacks will be provided this year. Students are welcome to bring their own snack and there will be a designated area to eat. Please note that ESP is a "peanut free" classroom due to allergies. Please look at labels and avoid any food that contains trace peanuts, peanut oil, cashews, etc.

PHOTOGRAPHS

Photographs of the children are taken from time to time and may appear in publicity materials. Parent's permission for photographs is part of the enrollment process at the school and the photo release waiver will count for ESP as well.

CLOTHING AND PERSONAL POSSESSIONS

If your child would like to change after school into clothing that is more comfortable, please send a change of clothing with him/her.

No personal electronics may be used (cell phones, tablets, gaming devices, etc.) If these are brought, they will be confiscated by the supervisor and given directly to the parents at pick up.

FEES

Tuition rates are subject to review and change. The cost for ESP is \$6.00 per hour per child. ESP will close at 6:00 PM. A late charge of \$2.00 per minute will be charged after that time. If you are late picking up your child 3 times, your child(ren) will be excused from the ESP program.

BILLING POLICIES

Hours accrued at ESP will be calculated from Monday through Friday for 2 weeks. You will be billed through FACTS for the hours accrued at ESP. You will be billed on Monday, and bills must be paid by the following Friday. Late payments may result in a late charge of \$10.00 per week or removal from the program.

HEALTH POLICY

All children attending ESP must have a completed physical form on record with the school district or provide a Health Appraisal signed by your child's doctor. This is a part of our enrollment process. Children who are ill should not come to ESP. If your child becomes ill while in our care we will contact you to arrange to pick the child up. If parents cannot be reached, an emergency contact will be called to come and get the child. Parents will be contacted in the event your child has a fever of 100.4 degrees or more and is accompanied by other symptoms (such as nausea or lethargy), vomits, or has diarrhea.

All children must wear masks during ESP, regardless of grade level, except while eating or drinking. If they are outside and socially distanced, they may remove their masks.

MEDICATION

No medication will be dispensed during ESP hours. Please contact the director if there needs to be an accommodation made.

ACCIDENT POLICY

We make every effort to maintain a safe setting for your child, however, if an injury occurs ... *
The staff will perform basic first-aid, for example, cuts washed and bandaged, bumps treated with ice. Emergency Medical Services will be called if a child is in need of emergency treatment. Parents will be notified. If a student receives a bump, blow or jolt to the head, a staff member will contact parents advising of such occurrence.

WEATHER EMERGENCIES

Tornado Alert – In the event of tornadoes or other severe weather conditions, children will be moved to designated safety areas. Fire and Tornado Drills – Fire and tornado drills are practiced in each of our schools so that children know how and when to leave the building and what to do in the case of an emergency. Anyone in the building during that time will be expected to participate in the drills. Non-Weather emergencies – Emergency procedures are in place for non-weather emergencies. In the event of an evacuation, all children will be taken to a safe area. Parents will then be notified.

DISCHARGE OF CHILDREN FROM ESP PROGRAM

Children may be terminated/suspended from the program for the following reasons:

- Past due account: Your account must remain current for your child to attend.
- Inappropriate or disruptive behavior: Every effort will be made to modify inappropriate behavior. In the event that these methods are no longer effective, the supervisor maintains the right to suspend any student who exhibits inappropriate or disruptive behavior which interferes with other children's safety or the quality of the childcare program.
- Habitual late pick up (after 6:00 PM).



EXTENDED SCHOOL DAY PROGRAM REGISTRATION & STUDENT EMERGENCY CARD 2021/2022

Family Last Name _____

Mother's Name _____ Cell Phone _____

Father's Name _____ Cell Phone _____

Address _____ City _____ Zip _____

Student Name	Age	Grade	Teacher

I have read and agree to adhere to the listed policies and procedures as outlined in this handbook. I understand that if I do not adhere to the listed procedures, my child may not attend the Extended School Day Program at St. Robert School.

Parent/Guardian Signature _____

Date _____

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge	
Name of Child (Last, First, Middle Initial)				Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State Zip Code
Parent/Legal Guardian's Name		Home Phone ()	Parent/Legal Guardian's Name (Optional)	
Home Address (if not child's address)		Cell Phone ()	Home Address (if not child's address)	
City	State	Zip Code	City	State Zip Code
Email Address (optional)			Email Address	
Employer Name		Work Phone ()	Employer Name	
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()	
Hospital Preferred for Emergency Treatment (optional)				
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)				

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	()	()
2.	()	()
3.	()	()

Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	()	2.	()
3.	()	4.	()

Parent/Legal Guardian Initials:

_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian

Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

LARA is an equal opportunity employer/program.

AUTHORITY: 1973 PA 116
COMPLETION: Required
PENALTY: Rule Violation Citation.



PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Licensing and Regulatory Affairs

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

I have read the above statement issued by _____
Name of Child Care Center

Child(ren)'s Name(s) _____

Parent Name _____

Parent Signature _____ Date _____

CHILD CUSTODY AND RELEASE POLICY



Only parents / legal guardians and those listed on the emergency card may take a child from the school.

According to licensing regulations, either parent may take the child from school unless there is a court injunction prohibiting one parent from visitation rights. To avoid confusion for staff and parents, please list both parents on the emergency card, either in the parent section or in the Authorized to Release section.

Please understand that, even in the event of family conflicts, the staff cannot keep a child from either parent at the other parent's request unless an injunction is on file.

ANYONE PICKING UP CHILDREN WILL BE ASKED TO SHOW IDENTIFICATION.

If an emergency arises and it is necessary for a different person to pick up your child, please add that person's name to the Authorized to Release section of the emergency card. A child WILL NOT be released to anyone not listed unless prior arrangements have been made between the parent and the program coordinator. The person picking up the child MUST have identification.

I have read and understand the above information regarding parental custody and release policies for the St. Robert Extended School Day Program.

Names of Child(ren) _____

_____ I DO NOT have any court injunctions prohibiting anyone from picking up my child.

_____ I DO have a court injunction prohibiting someone from picking up my child. This paperwork is on file with the school office and all necessary persons have been notified of this arrangement.

Parent/Guardian _____

Date _____



No-Touch Sign-In Release

Licensing requires that we obtain a parent/caregiver signature for every student enrolled in Preschool or the ESP (Extended School Program) when they arrive to or leave from St. Robert School. This year, we are enstating a no-touch sign-in process.

For the 2021-2022 school year, I grant permission for the teacher/supervisor to sign my child in/out as my child arrives at school, leaves school, or leaves ESP, due to no touch sign in at St. Robert School.

Student Name _____

Grade _____

Parent Name _____

Parent Signature _____